



King County

**COMMUNICATIONS SPECIALIST III
DEPARTMENT OF NATURAL RESOURCES & PARKS
PUBLIC AFFAIRS UNIT**

Annual Salary Range: \$56,202 - \$71,240

Job Announcement: 06EM6115

OPEN: 6/5/06 CLOSE: 6/16/06

WHO MAY APPLY: This position is open to all qualified applicants. First consideration will be given to King County career service employees who are members of the Teamsters, Local 117, Professional & Technical bargaining unit.

WHERE TO APPLY: Send the required forms and materials to:

**WTD Human Resources
201 South Jackson Street, KSC-NR-0511
Seattle, WA 98104**

PLEASE NOTE: Applications not received at the location specified above may not be processed. Applications materials must be *received by* 5:00 p.m. on the closing date. Contact Logan Harris at (206)263-6550 for further inquiries, or visit <http://dnr.metrokc.gov/> for more information about the King County Department of Natural Resources & Parks.

FORMS AND MATERIALS REQUIRED:

- A [King County data and application form](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), available at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>
- Resume
- Letter of qualification detailing how your education and experience has prepared you to perform the job functions
- Applicants must also provide include no more than three video production samples, and a Web page sample

WORK LOCATION: King Street Center, 201 South Jackson, Suite 700, Seattle, WA 98104, with travel required throughout King County to locations that may not be served by public transportation.

WORK SCHEDULE: This full-time position not overtime eligible. The workweek is Monday through Friday, with an occasional requirement to be on-call evenings or weekends for DNRP emergency response or operational issues.

POSITION PURPOSE: Participate as a Public Affairs team member in the Director's Office of the Department of Natural Resources and Parks (DNRP) with an emphasis on delivering multimedia content to stakeholders via the Web. Design a strategy for DNRP's multimedia Web presence; produce Web pages, video clips and audio content in support of DNRP communication and outreach goals. The position will create strategies and multimedia tools for Web-based outreach, and will facilitate integration of communication messaging and multimedia outreach efforts among divisional staff, other county departments and in partnership with other government agencies, non-profits or private companies. Occasionally is on-call evenings or weekends for DNRP emergency response or operational issues.

PRIMARY JOB DUTIES INCLUDE:

1. Assist in developing Web content and designing Web pages;
2. Identify and implement “new media” communication opportunities via the Web such as e-mail postcards, e-mail newsletters and streaming video;
3. Produce television clips; shoot and edit clips for use on department Web site and for King County Civic Television;
4. Write scripts;
5. Support listserve e-mail services to the public;
6. Assist in planning and coordinating media coverage for news conferences, public meetings and events incorporating compelling visuals.

QUALIFICATIONS:

- Bachelor of Arts degree in journalism, communications, broadcasting or related field, or the equivalent combination of education and experience is required.
- Ability to perform all the primary job functions as listed.
- Minimum five years multi-media experience.
- Excellent grammar and writing skills.
- Experience producing video programming and packaging it for streaming on the Web.
- Demonstrated ability to deliver information to the public and the media in creative and compelling ways.
- Successful experience working in a high performance, collaborative, team environment.
- Proficiency in Windows-based computer applications including Word, e-mail and Internet applications.
- Ability to learn new technical skills as needed.
- Possess strategic knowledge of trends and use of Web pages and Internet communication for public outreach purposes, including demonstrated recent experience writing and managing the development and strategic use of Web pages and Internet communications for public/private outreach campaigns.
- HTML skills and ability to use related software to create visually compelling Web pages and collateral material.
- Experience with Web based graphic design, image formatting and compression, and graphic design tools such as Adobe Photoshop.
- Possess strategic knowledge of trends and use of Web pages and Internet communication for public outreach purposes.
- Must be available on evenings and weekends to respond to media inquiries, emergencies or operational issues.

NECESSARY SPECIAL REQUIREMENTS:

- Experience with deadline writing for broadcast and publication.
- Quality video shooting and editing in digital format.
- Familiarity with mini-DVD cameras and digital video editing
- The ability to travel throughout King County to locations that may not be served by public transportation requires a valid Washington State Driver's License. The successful candidate will be required to provide a complete 5-year driving abstract prior to a final job offer.

UNION MEMBERSHIP: This position is represented by Local 117 Professional and Technical bargaining unit. The individual hired will be required to join this union.

CLASS CODE: 8255